




## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

SUBJECT  <b>REQUEST FOR LEGAL SERVICES FROM COUNTY COUNSEL</b>	POLICY NO.  <b>1500.01</b>	EFFECTIVE DATE <b>05/20/2014</b>	PAGE  <b>1 of 2</b>
APPROVED BY:  Director	SUPERSEDES  <b>306.01 05/20/2014</b>	ORIGINAL ISSUE DATE <b>09/23/1988</b>	DISTRIBUTION LEVEL(S)  <b>1</b>

### PURPOSE

- 1.1 To provide guidelines in the implementation of administrative controls over securing of legal counsel from the County Counsel by authorized Department of Mental Health (DMH) staff.

### POLICY

- 2.1 Legal services from the County Counsel are available only to authorized DMH staff based on the need for maintaining administrative controls.
- 2.2 DMH authorized staff may make initial contact with Counsel and then request non-authorized staff to follow-up with Counsel to bring an issue or project to conclusion.

### PROCEDURE

- 3.1 In accordance with the above policy, the following procedures will be observed:

- 3.1.1 Only the following staff is authorized to initiate contact with County Counsel for legal services:

- Medical Director
- Deputy Directors
- Administrative Deputy Director
- Director of Financial Services
- Legislative Analyst
- Deputy Director, Public Guardian
- Chief Information Officer
- Compliance Officer
- Privacy Officer



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- Personnel Officer
- Chief, Contracts Development & Administration
- Clinical Risk Manager

### **AUTHORITY**

DMH Administrative Directive, 08/11/09  
DMH Administrative Directive, 01/26/88  
DMH Administrative Directive, 05/15/14

### **RESPONSIBLE PARTY**

Chief Deputy Director